MIAMIBEACH

To: Capital Improvement Oversight Committee

Date:

July 7, 2008

Commissioner Deede Weithorn, Chair

Erik Agazim
Elizabeth Camargo
Christina Cuervo
William Goldsmith

Rick Kendle Stacy Kilroy Dwight Kraai Israel Magrisso

From: Jorge M. Gonzalez, City Manager

Subject: MEETING OF THE CAPITAL IMPROVEMENT PROJECTS OVERSIGHT COMMITTEE,

MONDAY, JULY 7, 2008 AT 5:30 P.M. IN THE COMMISSION CHAMBERS

A meeting of the Capital Improvement Project Oversight Committee has been scheduled for Monday, July 7, 2008 at 5:30 p.m. in the City Commission Chambers, 3rd Floor of Miami Beach City Hall. The Agenda for this meeting is as follows:

- Attendance
- 2. Review and Acceptance of Minutes

ACTION: Acceptance of Minutes of the June 2, 2008 CIPOC Meeting

- 3. Old Business
 - a. Legal Guidelines
- 4. Procurement of Services
 - **a.** Procurement Overview
 Presented by: Gus Lopez, Procurement Division Director
 guslopez@miamibeachfl.gov
 - **b.** A/E Agreement Flamingo Park
 - c. Contractor Agreement Normandy Isle ROW
- 5. Procurement Options

Presented by: Jorge Cano, Assistant Director, CIP jorgecano@miamibeachfl.gov

- a. Design-Bid-Build
- b. Design-Build
- c. CM@Risk
- **d.** Job Order Contract (JOC)
- 6. Best Value Procurement Selection Process

Presented by: Jorge Cano jorgecano@miamibeachfl.gov

7. Review of Priority Basins

Presented by: Fred Beckmann, Director, Public Works Department fredbeckmann@miamibeachfl.gov

8. Vote on August meeting

JMG:TH:JECh:JCC:shl

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Attendance July 7, 2008

CAPITAL IMPROVEMENT PROJECT OVERSIGHT COMMITTEE ATTENDANCE SHEET

2008

COMMITTEE MEMBERS	Discipline	6/2	7/7	8/4*	9/8	10/7	11/3	12/1
Hon. Deede Weithorn	Chair	Х						
Erik Agazim	Capital Budget/ Finance/Citizen- at-large	А						
Elizabeth Camargo	Architect	Α						
Christina Cuervo	Developer/ Citizen-at-Large	Х						
William Goldsmith	Developer	Α						
Rick Kendle	Engineer/ Citizen-at-Large	Х						
Stacey Kilroy Lotspeich	Construction/ General Contractor	Х						
Dwight Kraai	Engineer	Х						
Israel Magrisso	Citizen-at- Large/Engineer	Х	OFN.					

X = PRESENT A = ABSENT

*Pending Committee decision at 7/7 meeting

Review and Acceptance of Minutes June 2, 2008 CIPOC Meeting

CAPITAL IMPROVEMENT PROJECTS OVERSIGHT COMMITTEE MEETING MINUTES June 2, 2008

The meeting was called to order at 5:48 p.m.

1. Attendance – See Attendance Sheet attachment.

2. Introductions

The members in attendance introduced themselves:
Rick Kendle – Engineer and Attorney
Dwight Kraai – Engineer
Israel Magrisso – Retired Engineer and contractor, Citizen-at-large
Christina Cuervo – Developer
Stacy Kilroy – construction

3. Legal Guidelines

Presented by Raul Aguila, City Attorney's Office raulaguila@mlamlbeachfl.gov

Mr. Aguila briefed the Committee on Government in the Sunshine Law and legal guidelines for City Committees. Under Florida State Law, committee members are considered officials of the City of Miami Beach and are subject to certain requirements and regulations.

Any discussion or business that may come before this committee must take place within this committee. Two or more members cannot have discussions outside of public meetings on matters that come before this committee or may come before this committee. All discussions that occur with regard to Committee business must take place in the public forum.

Some personal records are not subject to public record. However, if they are shared with others on the Committee, they are subject to Florida Public Records law and may be requested for review.

Email correspondence is public record. Email can be used for information purposes between members, but not for discussion of any projects or concerns brought before this committee.

Lobbyist prohibitions are spelled out in a City ordinance. No one serving on a committee in the City of Miami Beach may lobby to Commission or other boards on behalf of a third party. They are allowed to lobby on behalf of themselves or a non-profit organization. This applies to a Committee member personally as well as their professional agents and associates.

If any member has a question about actual or perceived conflicts of interest, they are to contact Raul Aguila in the City Attorney's Office or Mr. Chartrand or Ms. Shari Holbert Lipner in the CIP Office for clarification.

4. Issues for Committee Review

The Committee discussed what data they wanted to see presented and what issues and topics they would like to address in the coming months.

Israel Magrisso stated that the Committee should review projects when they are in the design phase, not only when they are in construction. In discussion it was suggested that a future meeting (or meetings) focus on projects in design.

Christina Cuervo wants the Committee to review project financials. It was determined that the best time to do this is after the City completes the next Capital Budget process.

Commissioner Weithorn suggested that the Committee have at least one meeting that focuses only on financial information. It is suggested that this meeting occur after the Capital Budget process is completed. She also asked that the Committee view sample contracts so that they are familiar with what the City puts in the contracts and can also make suggestions for future contracts.

This developed into a suggestion that the next CIPOC meeting focus on how CIP functions. The Committee is to understand how process follows from idea to planning to design to construction. A sample BODR is also requested for Committee review.

Stacy Kilroy stated that she was interested in seeing information on projects that were upcoming and awaiting obligation of funds, in order that the Committee could act to further that process along, where appropriate.

The Committee decided that they will begin at the next meeting by looking at contracting aspects. The CIP Office is to present the boilerplate contracts for A/E and consultants and provide a list of obligations required for contractors and consultants. Members will receive these for review prior to the next meeting.

If there is time, the CIP Office will also present information on how the Best Value Procurement system works and how the City selects contractors and consultants. There are several ways the City procures contracts.

A request was also made for a copy of the list of priority basins and a discussion of how priority basins were selected. (This may not be presented until a later meeting due to time constraints).

5. Schedule for 2008

The Capital Improvement Projects Oversight Committee will meet the first Monday of every month (with one exception) at 5:30 pm in Commission Chambers, unless otherwise decided at future meetings.

The 2008 Schedule is as follows:

July 7

August 4 (unless it is decided to follow Commission break)

September 8 (first Monday is Labor Day)

October 6

November 3

December 1

The Committee discussed possible "field trips" to visit project sites throughout the year. This will be revisited at a future meeting. Commissioner Weithorn asked that two members bring a list of projects that they would like to visit. The visits will likely take place in the fall.

6. Project Status Reports

Presented by Jorge E. Chartrand

jorgechartrand@miamibeachfl.gov

7. Projects in construction were presented in the agenda packet. The following are the projects that were discussed at the meeting.

South Pointe Park

Work is progressing on schedule. The project is currently nearing 60% completion.

Flamingo Lummus BP10A

Work is nearing completion. The contractor has completed 6th, 9th, 10th, 11th, 12th,13th, and14th Streets and Espanola Way and is addressing the punch list items. The contractor re-started work on 14th Lane on May 6, 2008, and has completed the demolition of existing sidewalk, asphalt and curb from Collins Avenue to Ocean Court. The project is 96% complete and is expected to be completed by June 30, 2008.

Multi-Purpose Municipal Parking Facility

Contractor has completed the foundation, which includes pile caps and grade beams and has initiated the construction of first floor columns situated in the center of the structure. The electrical ground rough installation has commenced.

Fire Station #2 and EOC

A Partial Certificate of Occupancy (PCO) for the Building B structure (new fire station) was received on March 27, 2008. The consultant is currently working on a revised partial demolition schedule for Building A, which will allow for further evaluation of the building's condition prior to proceeding with the Building A's historic renovation phase of the project. These activities are being coordinated with the Fire Department's final move-out of Building A.

Nautilus Neighborhood Improvements BP7

The contractor is close to completion of water main in the Nautilus West section. The contractor began stormwater construction in April. The project is nearing 40% completion and is expected to be substantially completed by February 2010.

Normandy Shores Neighborhood Improvements BP3

Underground work is now complete on Fairway Drive and the milling and resurfacing is now underway. All drainage lines and structures have been installed on North Shore Terrace, and will now continue on South Shore Drive (this work is expected to last until the end of the summer, 2008). Most of these structures will be located in the travel lanes, and sections of South Shore Drive will be closed to vehicular traffic for approximately three to four days per section for installation. The final well located at the intersection of North and South Shore Drive was completed on May 16, 2008. Drainage structures are being installed on the street ends throughout the neighborhood. This project is nearly 40% complete.

Normandy Shores Golf Course Restrooms

Complete.

Normandy Shores Golf Course

The Golf course project is approximately 95% complete. Grow in of the sod is now taking place. The Course is expected to be completed in November.

Normandy Shores Golf Course Cart Barn

Cart barn construction is ahead of schedule.

Normandy Shores Golf Course Maintenance Facility

The renovation of the maintenance facility was completed February 12, 2008, and was turned over to the City (Parks & Rec).

Normandy Shores Golf Course Club House

The existing building will be demolished later in June. Construction is expected to begin at the end of the summer.

8. Adjournment

The meeting was adjourned at 7:15 pm.

The next meeting of the Capital Improvement Projects Oversight Committee will be held at 5:30 pm, Monday, July 7, 2008

JMG/TH/JECh/shl

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Old Business

a. Legal Guidelines

Attachment: Relevant Miami Beach City Code Articles

Note: Committee members who were not briefed by the City Attorney's Office on applicable Florida Laws governing Commission-appointed Municipal Committees are asked to please contact Raul Aguila in the City Attorney's Office at 305.673.

Procurement of Services

a. Procurement Overview

b. Sample A/E Agreement

Attachment: * Agreement Between City of Miami Beach and Wolfberg Alvarez and Partners for Professional Architecture and Engineering Services for the Flamingo Park Project Resolution No. 2007-26609

c. Sample Contractor Agreement

Attachment: * INVITATION TO BID For City of Miami Beach Right of Way Infrastructure Improvement Program, Neighborhood No.4, NORMANDY ISLE AND NORMANDIE SUD Miami Beach, Florida ITB # 40-06/07

^{*}Attachments delivered to Committee Members under separate cover prior to meeting.

Procurement Options

- a. Design-Bid-build
- b. Design-build
- c. CM@Risk
- d. Job Order Contract (JOC)

Best Value Procurement Selection Process

Review of Priority Basins